



## Job Announcement

<http://mdcourts.gov>

TTY/D use Maryland Relay Service

<b>Opening Date:</b>	November 15, 2013	<b>Closing Date:</b>	Open Until Filled
<b>Job Title:</b>	Civil Docket Clerk	<b>Position Type:</b>	Temporary Full-Time (No Benefits)
<b>PIN:</b>	822005	<b>FLSA Status:</b>	Non-Exempt
<b>Location:</b>	Circuit Court for Wicomico County Salisbury, Maryland	<b>Grade/Entry Salary:</b>	J05 \$13.22 per hour (Depending on Qualifications)
<b>Financial Disclosure:</b>	No		

### Regular State employees subject to promotion/demotion policy

**Essential Functions:** Provides support and is trained in both civil domestic and civil general cases. Assists customers either by phone or in person. Scans orders into the computer. Maintains Pro Se Forms rack. Manages files and assists in other areas of the Clerk's Office. Performs all other duties as assigned.

**Education:** High School diploma or GED.

**Experience:** One year of related experience.

**Skills & Abilities:** Ability to correctly learn and apply job-related terminology. Ability to communicate in an effective, patient, tactful manner with customers and co-workers. Ability to convey directions, instructions, and information to the public clearly and concisely using proper word tense and intonation. Ability to use independent judgement to discern pertinent information. Ability to set priorities, simultaneously process multiple duties and responsibilities as well as work efficiently with considerable time constraints. Ability to follow numeric and alphabetic order. Ability to learn court specific software applications. Ability to operate a personal computer. Ability to lift 10-15 lbs. Ability to perform all essential functions of the position.

**Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title, location and PIN. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.**

Circuit Court for Wicomico County  
PO Box 198  
Salisbury, MD 21803-0198  
Attn: Mark Bowen, Clerk of the Court

**The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.**